Letter to external referees for promotion from Associate Professor with Tenure to Full Professor

*The substantive responses of at least seven referees who hold an “arm’s-length” relation to the candidate (and at least four of the letters must come from referees who have not previously written for the candidate for an appointment or promotion at Yale) will be sought to clarify the qualifications of the candidate for promotion from Associate Professor with Tenure at Yale to full Professor. The list of external referees must be approved the relevant divisional dean and the FAS Dean’s Office. These letters must be solicited and reviewed by the department or program prior to its making a recommendation to forward the case or not forward the case to the relevant Tenure and Appointments Committee.*

Dear [Referee Name]:

Thank you for agreeing to assist us in considering the promotion of Professor [Candidate Name] from the rank of Associate Professor with tenure to Full Professor in the [SELECT ONE: Department/Program] of [Department Name]. The [SELECT ONE: Department/Program] faculty who will be voting on this case greatly appreciate your willingness to evaluate [SELECT ONE: her/his/their] qualifications for this promotion.

Prof. [Candidate Name] already holds tenure at Yale; that status indicates that the candidate has been judged to *“stand in competition with the foremost leaders in their fields throughout the world.”* Tenure at Yale is reserved for candidates who “*have attained scholarly or creative distinction of high quality as demonstrated by both research and teaching.”* The initial tenure decision examined *“the impact and continuing promise, at the very highest levels, of the candidate’s research and scholarship, as well as excellent teaching and engaged University citizenship within and beyond a department or program.”* It is expected that Full Professors *“will continue to develop the qualities of scholarship, creativity, teaching, and University citizenship that earned them their appointments”* at a tenure rank.

The [SELECT ONE: Department/Program] is seeking your assessment of Professor [Candidate Name]’s body of work and the degree to which [SELECT ONE: she has/he has/they have] continued to advance the qualities of scholarship, creativity, teaching, and University citizenship that earned [SELECT ONE: her/him/them] tenure. We also welcome any information you might have about [SELECT ONE: her/his/their] qualities and promise as a teacher, colleague, and university or professional citizen.

Professor [Candidate Name]’s materials may be accessed through Interfolio once you accept the request.

On behalf of us all, I thank you in advance for your assistance. It would be most helpful if we could have your confidential response by [Response Deadline]. There is no need for a hard copy; the electronic version is sufficient.

In your letter, please begin by explaining how well and in what capacity you know the candidate.

Your letter will be kept in strict confidence, read only by the voting members of the [SELECT ONE: Department/Program], by full professors on the appropriate Tenure and Appointments Committees, and by the Faculty of Arts and Sciences Dean’s Office. Please keep in mind that these readers will include both experts and non-experts in the candidate’s field of research.

We thank you in advance for offering your wisdom and expertise in this evaluation.

Cordially,

[Chair Name]

Chair, [SELECT ONE: Department/Program] of [Department Name]

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